

Administrative Procedures for Curriculum Development (Attachment for Policy No. 105)

Purpose

The Board of Education (“Board”) recognizes its responsibility for the development, assessment, and improvement of the educational program of the School District of Philadelphia (“District”) schools. To this end, these procedures provide guidance on development, modification, and evaluation of the District’s curriculum.

Procedures

The Office of Curriculum and Instruction (“OCI”) makes a listing of core curriculum materials available on [OCI’s webpage](#).¹

Curriculum Development/Revision

Curriculum development begins when there are local, state, and federal mandates and standards, local data, and current research that requires the District to examine and develop more effective curriculum alignment.

The curriculum development/revision team includes, but is not limited to, staff from the following District offices:

- Office of Academic Supports (“OAS”)
- Schools Office (including teachers and learning network staff)
- Student Support Services
- Information Technology

The content-specific instructional frameworks are evaluated for effectiveness aligned to data, standards, and evidence-based practices. The curricula are reviewed for gaps in content; alignment to current local, state, and federal expectations; and data trends in student performance data. The curriculum revision team convenes to review and consider relevant information to determine existing strengths and areas of needed development, including, but not limited to, the following:

- Feedback from teachers, specialists, coaches, school leaders, and central office staff;
- Feedback from community partners and constituents;
- Common Core national academic standards and college and career readiness standards;
- Standardized assessment;
- Research-based models and data for effective curriculum, instruction, and assessment;
- District-wide data on formative and summative assessments; and
- Nationwide trends.

¹ Core curriculum materials are available at <https://www.philasd.org/curriculum/curriculum-and-instruction/instructional-resources/>

Through a series of round table discussions, the curriculum development/revision team solicits feedback on a proposed curriculum from principals, administrators, and teachers as well as from community partners and experts in the field.

Pilot Programs

OAS may design programmatic cohorts to ensure quality, effectiveness, and impact of potential instructional practices and programs that could positively impact outcomes for all, or for groups of students.

Curriculum Evaluation

Upon the completion of the development of a curriculum, a collaborative group of stakeholders, including students, teachers, school administrators, central office staff, and community members that includes stakeholders with expertise in content, alignment of standards, and curriculum development will engage, review, and evaluate the curriculum based on a defined rubric that assesses whether the curriculum:

1. Defines what must be taught and to what depth to reflect college and career-readiness standards for each grade level;
2. Builds instructional coherence within and across grade levels consistent with college and career readiness standards for each grade;
3. Includes high effect size instructional strategies and scaffolds that support English Learners and students with disabilities to ensure broad-based student attainment of grade-level standards;
4. Includes written links to adopted textbooks or computer-based products to indicate where the materials are high-quality, where gaps exist, and how to fill them to meet District expectation;
5. Provides suggestions for the best ways to measure whether students have met specific learning expectations;
6. Explicitly articulates standards-aligned expectations for student work at different points during the school year;
7. Reflects the beliefs and vision about student learning and achievement; and
8. Is culturally and linguistically inclusive and responsive.

Additionally, the effectiveness of the curriculum is evaluated in various, ongoing ways, including, but not limited to:

- Upon request of the Chief Academic Officer, OCI may contract with outside entities to conduct a curriculum audit to evaluate the alignment with standards, eligible content, and current trends as well as the written, taught, and assessed curriculum.
- OCI, Office of Schools, and Learning Network staff conduct classroom visits to identify how schools are implementing the curriculum.
- The Office of Evaluation, Research, and Accountability (“ERA”) conducts teacher and administrative surveys, including surveys during professional development.

- ERA and the District Performance Office compile District-wide, School, and Network trend data including grades, content, skills, and other data reflective of progress toward achievement of the District's anchor goals.
- Each content area has a dedicated email account through which teachers, principals, and members of the community may submit feedback or concerns. The email addresses are available on [OCI's webpage](#).²

OCI reviews data and feedback throughout the year to evaluate the use and effectiveness of the curriculum. The results of the evaluation are utilized to determine professional development courses and content. In conjunction with the Office of Teaching and Learning, OCI and other relevant offices and partners develop and design professional development to support the current curriculum.

Related Information:

[Policy 112](#) - Guidance Counseling

[Policy 113](#) - Special Education

[Policy 138](#) - English as a Second Language/Bilingual Education Program

[Policy 103](#) - Nondiscrimination in School and Classroom Practices

[Policy 103.1](#) - Nondiscrimination-Qualified Students With Disabilities/Protected Handicapped Students

[Policy 115](#) - Career and Technical Education

[Policy 114](#) - Gifted Education

[Policy 805](#) - Emergency Preparedness

[Policy 105.1](#) - Review of Instructional Materials by Parents/Guardians and Students

² Content area email accounts are available at <https://www.philasd.org/curriculum/contact/>